



Standard Operating Procedure

DIRECTIVE NO. 230-SOP-4100.13A
EFFECTIVE DATE: August 27, 2002
EXPIRATION DATE: January 31, 2011

APPROVED BY Signature: _____
NAME: _____
TITLE: _____

Responsible Office: 230/Logistics Management Division
Title: Research and Cataloging

PREFACE

P.1 PURPOSE

This section contains the procedures applicable the Research and Cataloging functions at the NASA/Goddard Space Flight Center (GSFC). Included are instructions for use of an approved cataloging system and interface with other Federal and commercial systems.

P.2 APPLICABILITY

This manual defines the Research and Cataloging responsibilities for the maintenance of the technical database used for:

- Identifying items of supply
- Coding of item characteristics
- Purchasing
- Researching discrepancies
- Inventory Management
- Transportation
- Financial Accounting
- Publishing the Stores Stock Catalog

P.3 REFERENCES

- Commercial and Government Entity Code (CAGE)
- Defense Logistic Information System (DLIS)
- Defense Logistics Agency (DLA)
- Defense Logistics Services Center, Battle Creek , MI
- Federal Catalog system (FCS)
- Federal Item Identification Guides (FIIG)
- Federal Item Name Directory (FIND)
- Federal supply Classification Classes (FSC)
- General Services Administration (GSA)
- H2 Series of Cataloging Handbook
- Item Reduction Studies
- Master Cross Reference List (MCRL)

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Military Standard Item Characteristics Coding System (MILSTICCS)
NASA Supply and Equipment Management Office (SEMO)
National Codification Bureau Code (NCB)
National Item Identification Number (NIIN)
NATO Supply Code for Manufacturers (NSCM)
NHB 4100.1D – Utilization and Maintenance of the Federal Catalog System
Simplified File Maintenance Program (SFM)

P.4 CANCELLATION

April 2000

P.5 TOOLS, EQUIPMENT, AND MATERIALS

None

P.6 SAFETY PRECAUTIONS AND WARNINGS

None

P.7 TRAINING

None

P.8 RECORDS

Record Title	Record Custodian	Retention
SF 1303 – Request for Federal Cataloging/Supply support Action		
DD Form 1685 - Data Exchange and/or Proposed Revision of Catalog Data		
GSFC Form 20-19 – Item Review and Stockage Request		
GSFC Form 20-7 – Store Stock Requisition		

P.9 METRICS

[Identify any measurements or other metrics associated with determining the effectiveness of this process to achieve planned results.]

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P.10 DEFINITIONS

Advanced Material Management System (AMMS) – on-line data entry system.

INSTRUCTIONS

1.0 GENERAL

The Research and Cataloging section maintains the reference library of technical publications and the automated data base of catalog data. The reference library contains Federal Catalog System (FCS) data, vendor catalogs, and commercial source references such as equipment maintenance and operation manuals.

It is vitally important that catalog data be accurately constructed and entered in the Logistics System. Changes to the database must be kept current to avoid delays in processing procurements, receipts, issues, and to provide current and accurate information to Center customers. The maintenance of accurate catalog data is dependent upon timely update of the technical reference library and FCS products.

The preferred sources of catalog data are the General Services Administration (GSA), the Defense Logistics Agency (DLA), and any NASA cataloging activity. Use of these sources offers several advantages in data accuracy and ease of updating records, and relieves Code 239 of the significant burdens of researching part numbers, constructing detailed item identifications and technical descriptions, and assigning stock numbers. Even in cases where a local stock number is assigned, the descriptive data and item characteristics coding from the FCS should be used when available.

2.0 THE FEDERAL CATALOG SYSTEM

The effectiveness of all logistics management functions depends on proper material identification. The fundamental logistics functions of procurement, storage, distribution, accounting, inspection, shipping, and disposal are interdependent and cannot be effectively managed unless there is a single material identification language that is understood by all users of the system.

The FCS provides a single item identification language for every user and supports all supply management functions by establishing a uniform and common supply language.

The Defense Logistics Agency is responsible for the administration of cataloging policies, procedures and overall control of cataloging for the Federal Government. The DLA operating agency responsible for the FCS is the Defense Logistics Services Center (DLSC) located in Battle Creek, MI. DLSC is responsible for the preparation of cataloging publications and maintenance of catalog data files.

Centralized catalog data management is implemented by DLSC through the Defense Logistic Information System (DLIS) and the Federal Item Identification Guides (FIIG).

2.1 Federal Catalog System Products

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Most FCS products are issued by DLSC and are available on magnetic tape, hard copy and compact disc. The following FCS products are available:

- a. Master Cross Reference List (MCRL) The MCRL contains about 10,000,000 entries. Information in the MCRL may be queried through DLIS by sending a mag tape to DLSC. The MCRL is the primary reference for crossing part numbers to National Stock Numbers (NSNs).
- b. The Master Cross Reference List (MCRL-2) contains the same data as the MCRL-1 except that it is sequenced by National Item Identification Number (NIIN). The primary use for this file is to identify the manufacturers and part numbers for a NSN.
- c. Cataloging Handbook (H2-1) Groups and Classes: The H2 Handbooks contain a description of each Federal Supply Group (FSG) and Federal Supply Class (FSC). The H2-1 is sequenced by FSC and contains a description of each FSC and a list of exclusions from the FSC.
- d. Cataloging Handbook (H2-2) Numeric Index of ROM Classes: The H2-2 is issued in hard copy and contains the title of each FSC.
- e. Cataloging Handbook (H2-3) Alpha-Numeric Index: Contains the same information as H2-2, but is sequenced by name.
- f. The H2 series of handbooks are used to assign a FSC code to Local Stock Numbers (LSN). It is important to Supply Management that FSCs for LSNs be assigned according to the H2 handbook so that all items are cataloged according to the financial criteria.
- g. Commercial and Government Entity Code (CAGE). This code is found in Cataloging Handbooks H4/H8-A,B,C,D. Sections A and B contain CAGE information for U.S. and Canadian manufacturers, and Sections C and D contain the NATO Supply Code for Manufacturers (NSCM). The CAGE and NSCM are five character codes that identify a manufacturer or non-manufacturer supplying material or having a contract with the U.S. Government.

The CAGE is primarily used by Code 239 Purchasing to identify potential suppliers and manufacturers. Purchasing is responsible for providing the appropriate CAGE form to suppliers/manufacturers for submission to DLSC for CAGE code assignment. Until a supplier/manufacturer receives an assigned CAGE code, the Code 239 Research & Cataloging Section locally assigns a CAGE code for identification purposes. For example, to find the manufacturer for a part numbered item:

Find the P/N in the MCRL, then;

Find the CAGE in the H4 Handbook and note the name and address.

- h. Federal Item Name Directory (FIND) (H6-A, B, C): The first step in cataloging a new item of supply is to construct an item name. The FIND is published to provide item name data for development of Item Identifications. The FIND is especially useful to Code 239 as a tool to insure

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that the item name assigned for a LSN is constructed according to standardized methodology. Assigning the correct item name also guarantees that the correct FSC will be assigned.

Section A of the FIND contains Approved Item Names (AIN), basic names, colloquial names and definitions. The AIN is always the preferred name. Each AIN is assigned an Item Name Code (INC). The alphabetic index of names in Section A is the world's largest dictionary of names of items-of-supply. Each INC is referenced to a Federal Item Identification Guide designator (FIIG). Section B-1 of the FIND contains a cross reference of the INC to the FIIG and Section B-2 contains a cross reference from the FIIG designator to the INC.

Section C of the FIND contains a cross reference of terms and abbreviations.

To assign a FSC to a LSN, locate the AIN in the FIND, review the name definition and name modifiers, and note the FSC.

- i. Federal Item Identification Guide (FIIG): The FIIG provides a methodology for constructing a precise and accurate item identification. It is based on a thorough research of technical data and specific knowledge of the item's use. Each FIIG defines the logistics data necessary for reliability, performance, inventory management, and procurement. The FIIGs also stipulate the type and sequence of descriptive data. FIIGs may be requested from DLSC to assist catalogers in constructing the item identification for LSN's.

Code 239 may be required to write FIIGs when NASA GSFC is designated as the Primary or Secondary Inventory Control Activity (PICA/SICA) with DLSC.

- j. Other Sources. The Fed Log/CD Fiche` System contains several other sources of catalog data such as:

Identification Lists (IL). The ILs provides Descriptive Method (DM) and Reference Method (RM) Federal Item Identifications Guides (FIIG) that are needed to identify or select an item of supply.

Management Data Lists (ML). The MLs provide coded management data needed by the requisitioner for acquisition and accounting. The data elements are constructed in accordance with a system known as MILSTICCS (Military Standard Item Characteristics Coding System). Data elements in the ML include the Source of Supply, Unit of Issue, Shelf-Life Code, Acquisition Advice Code, Quantity Unit Pack, Repairability Code, Physical Security/Pilferage Code, Phrase Code, and Nomenclature.

2.2 Federal Supply Catalogs

Catalog information is also found in the following sources:

- a. Procurement lists of products available from the Committee for Purchase from the Blind and Other Severely Handicapped. To obtain the list, submit GSA Form 457 to:

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GSA
Building 41
Denver Federal Center
Denver, CO 80225
(Mail Code 005C-0002)

- b. Federal Prison Industries, Inc.
- c. GSA Supply Schedules

2.3 Commercial Catalogs and Publications

Commercial vendor supply catalogs and reference publications are also important sources for obtaining technical, identification, and cross reference information required to properly catalog an item of supply. These catalogs and publications are received from vendor solicitations or visits or may be provided by Center customers who wish to purchase a particular item of supply.

3.0 CATALOGING NEW ITEMS

Each item-of-supply at the GSFC must be cataloged with a unique identification that includes an item name, item identification, item classification, and a stock number. The preferred source of catalog data to be used when loading a new item is the FCS. Stores stock items cataloged at the GSFC should include descriptive and technical data that is structured for the average customer at GSFC.

3.1 Item Name

Each item in the GFSC inventory is identified by only one item name. The first step in cataloging a new item is to designate the name. The different types of item names are discussed below:

a. Colloquial Name

These are included for information in the FIND (H-6). An example of a colloquial name is baker's cap versus the Approved Item Name (AIN) of CAP, FOOD HANDLERS. Oftentimes, the only difference between the colloquial name and the AIN is the word sequence.

Standard catalog practice is to place the most important word at the beginning of the name with modifiers following in descending order of importance.

EXAMPLES:

<u>Colloquial</u>	<u>Approved</u>
hand saw	SAW, HAND
crosscut saw	SAW, HAND, CROSSCUT

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The colloquial name is used to assist catalogers in finding the AIN using H-6. Often, one colloquial name is indexed to several AINs.

b. Part Name

This is a name given to an item by its manufacturer or cataloger when no AIN exists in the FIND.

c. Basic Name

This is a single noun that establishes the basic concept of the item. The basic name may also be the AIN when it clearly establishes a single concept of the item.

d. Approved Item Name (AIN)

The AIN is the name which is selected and approved by DLSC as the official designation for an item-of-supply. It may be a basic name or a basic name followed by modifiers necessary to differentiate between items having the same basic name. When two or more names are applicable to an item, the name which is most commonly used by the Government and industry is selected as the Approved Item Name and the other name(s) are cross-indexed to the selected names. Approved Item Names are always shown in all uppercase letters in writing and in Cataloging Handbook H-6, Federal Item Name Directory.

For specialized or proprietary items where the name is governed by the design or function of the item, and no AIN exists, the colloquial or part name may be used.

The use of copyrighted or trademarked names such as Kleenex, Xerox, Kodak, etc. should be avoided. Product names which have become part of our language may be used. Examples are neon, nylon, zipper, etc.

3.2 Item Identification

The second step in cataloging a new item is describing its essential characteristics in terms of form, fit, function, and physical attributes. If the item can be described in its physical, mechanical, electrical, chemical, dimensional, and performance characteristics we are using the descriptive method. If the item can only be described by its part number and technical data such as blueprints and drawings, this technique is known as the reference method.

a. Descriptive Method (DM)

An item-of-supply having an AIN is cataloged using a FIIG and MILSTICCS coding. The FIIG is a uniform cataloging tool for describing items in a standard manner and sequence to insure a consistent wording of characteristics data. When the MILSTICCS codes are added, a complete Descriptive Method item identification results.

b. Reference Method (RM)

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The Reference Method of item identification, when used for identifying items-of-supply, relies on "reference" to the appropriate manufacturer(s) part number(s). Descriptive characteristics are not actually recorded but are inherent or implied in the recorded part number(s) for the item. The RM is used in specific commodity areas where the collection and recording of descriptive characteristics would serve no useful purpose or when the manufacturers technical data (blueprints, drawings, specifications, standards, etc.) are not available to the Government.

The descriptive method is preferred because it is less likely to result in multiple NSNs/LSNs being assigned to the same item-of-supply.

3.4 Item Classification

The third step in establishing the characteristics of an item-of-supply is determining its relationship to other items in the system. The Federal Supply Classification (FSC) provides, by specific definition, uniform commodity groups and classes for all items-of-supply. One systematic method of classifying and grouping related items-of-supply makes it possible to operate and manage the logistics system more economically and efficiently.

Federal Supply Classification

Each item-of-supply is normally assigned to a unique four digit class. An item is classified either by "what it is" (bolts in the bolt class, electron tubes in the electron tube class) or "where it fits" (typewriter platen with the typewriter).

Most "specially-designed" items are classified in the same class as their "higher assemblies" in the absence of an existing applicable class. For example, in the absence of classes specifically covering safety guards for power saws or agitators for washing machines, the safety guard is classified in the same class as the power saw and the agitator in the same class as the washing machine.

- The FCS currently includes 78 major families known as Federal Supply Groups (FSG). Each of these groups is assigned a two digit number.
- Federal Supply Classification Classes: Each FSG is divided into classes, making a four-digit code. For example, FSG 53 - Hardware and Abrasives, is divided into classes as follows:

5305 - Screws
5306 - Bolts
5307 - Studs
5310 - Nuts

Refer to the H2 series handbooks for a complete listing of FSCs.

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The NASA Supply and Equipment Management Office (SEMO) ensures uniform application of the rules and principles for all items of supply in NASA inventories. The inventories are identified by inventory type accounts related to specific Federal supply classification groups which are maintained and recorded under materials inventory type accounts. A summary of these type account codes and related Federal Supply Classifications and Inventory Financial Controls are contained in Appendix B, NHB 4100.1D and *Attachment 1*.

3.4 Stock Number Assignment

The fourth step in the process of item identification is the assignment of a stock number. Each item-of-supply is assigned a different 13 digit stock number. The stock number may be a National Stock Number (NSN) or a Local Stock Number (LSN).

a. NSN Construction

The NSN is the name for the 13-digit number used in all U.S. Government material management functions.

The first 4-digits show the FSC. The FSC relates like items of supply and, conversely, separates unlike items of supply.

The next 2 digits show the National Codification Bureau (NCB) Code. This code identifies the NCB which assigned the 7-digit "item identification number" to the item-of-supply. The United States has been assigned two NCB Codes. The U.S. NCB Code "00" (numeric) was inserted in all Federal Stock Numbers (FSN's) assigned prior to 31 March 1975, and "01" is included in all NSN's assigned by the U.S. NCB after 31 March 1975.

The remaining 7 digits show the nonsignificant, serially assigned, "item identification number" assigned to the item of supply by the NCB.

The last 9 digits (i.e., the 2-digit NCB and the 7-digit "item identification number") are the official U.S. National Item Identification Number (NIIN). Each NIIN is permanently assigned to only one item of supply and remains with that item as long as it is used in the Government supply system. Shown below is an example of a NSN structure.

b. LSN Construction

A LSN may be assigned to an item-of-supply at GSFC under the following conditions:

- No NSN is assigned or
- A NSN is assigned and
- The item is a form or is used to account for demurrage charges, fuel, laundry, etc. A local stock number is assigned using the correct FSC and country code but a unique NIIN is assigned.

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- The Acquisition Advice Code (AAC) indicates that the item may not be requisitioned.
- The Phrase Code (PC) indicates that the item may not requisitioned.

Even in cases where the AAC and/or PC indicate that the item may not be requisitioned, it is generally preferable to use the NSN with a local procurement.

The LSN is constructed as follows:

- 1-4 Assign the FSC based on item name
- 5-6 NCB code is always "00".
- 7-9 Use "G92" for LSNs assigned during 1992; "G93" for 1993; etc.
- 10-13 Assign a sequential serial number, starting with 0001 each year.

Example: 6750-00-G92-0614 - Film, Photographic

LSNs are assigned by the Research and Cataloging Section using a local stock number, control register (*Attachment 2*) that also documents the FSC, CAGE, Part Number, Nomenclature, Cost, and the catalogers initials.

c. New Item Loads

Entering the new item identification data, characteristics codes, and management data is accomplished using the on-line data entry screens for the Advanced, Material Management System (AMMS).

Interface with the Federal Catalog System -

1. Item Identification Actions (SF 1303). As a civil agency of the U.S. Government, GSFC participates in the Federal Catalog System by submitting requests for cataloging actions to the General Services Administration. GSA acts as the submitting agency on behalf of GSFC for all DLIS transactions to DLSC except for provisioning and pre-procurement screening. GSFC has been assigned catalog activity code "88" for use with GSA/DLA cataloging transactions.

NHB 4410.1, Utilization and Maintenance of the Federal Catalog System requires that GSFC participate in the Federal Catalog System for item identification by preparing and submitting SF 1303, Request for Federal Cataloging/Supply Support Action, (*Attachment 3*) to GSA for the following:

2. New Item Identifications: Prepare the SF 1303 when adding a new item to the GSFC master inventory data bank. This should be done when adding a LSN for which GSFC desires to be a primary or secondary inventory control activity (P/SICA). Instructions for preparing the SF 1303 are contained in NHB 4410.1.

When processing the SF 1303 for new item loads a new stock number will be processed and the Code 239 cataloger will maintain a log that contains the following data:

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- Document number assigned by Code 239 to the SF 1303.
- Date prepared.
- Status due-date.
- Submitted to GSA
- Rejected by GSA or DLSC
- Accepted by GSA or DLSC
- Follow-up date if the transaction is not accepted or rejected within six months.

This log will also be used when changes are needed to existing item identifications registered with GSA.

3. Adding/Deleting Activity Interest to an Existing Item Identification: The NHB 4410.1 requires that GSFC register interest with GSA for all NSNs to be included in the Simplified File Maintenance (SFM) program. The Defense Logistics Information System (DLIS) transactions for updating the SFM program use Document Identifier Codes (DIC)"LAU" for "adds" and "LDU" for "deletes." Detailed instructions, and a sample transaction for submitting DIC LAU/LDU to GSA are found in NHB 4410.1. After processing of SFM the following managerial statistics will be generated.

Comparison of the Advanced Material Management System with outputs from the DLSC Simplified File Maintenance (SFM) Basic Catalog Record. Differences to be noted are:

- The number of NSNs on the AMMS, but not on the SFM Basic Catalog Record; this indicates the need for Code 239 to prepare an LAU.

The number of NSNs that are on both the AMMS and SFM records.

The number of local stock numbers on the AMMS that should be identified to NSNs (e.g., through LAU, screening, or new item identification).

- NHB 4410.1 requires Code 239 to maintain statistics on the utilization of the Federal Catalog System. The required statistics are:
The number of items processed for provisioning and other preprocurement screening.
- Total annual submittals
- Items matched
- Items unmatched

The number of items forwarded to GSA for LAU (addition) and LDU (withdrawal) processing.

- Total annual submittals; show LAU and LDU separately.

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- Approvals; show LAU and LDU separately.
- Rejections; show LAU and LDU separately.

Other maintenance actions forwarded to GSA (e.g., part number changes, description changes, and item name changes).

Item reduction studies and standardization actions reviewed.

3.5 Publication

The fifth step in the process of item identification is the publication of the collected data for the items-of-supply. At GSFC, a Just-in-Time catalog of Office Products is produced once a year. All other collected data can be accessed on the World Wide Web address: www.logs-web.gsfc.nasa.gov. The contents and format of all catalogs are as prescribed in NHB 4410.1.

Code 239 will produce stock catalogs for both the Greenbelt and Wallops locations at the direction of the Logistics Management Division, Code 230. The LMD will approve the format and publication of the catalogs. The Stores Stock Catalogs will be distributed to all authorized NASA/GSFC customers. The Code 239 Research and Cataloging Section is responsible for updating, modifying and laying out the Stores Stock Catalogs.

4.0 CATALOG DATA FILE MAINTENANCE

The manual and automated catalog data files are the central repository for logistics intelligence information. The data in these files are used by GSFC customers and all functional areas for ordering supplies, procurement, receiving, storing, accounting, issuing, and shipping. Invalid data in the catalog files can severely reduce the productivity of our logistics operations. Therefore, it is very important that we strive to keep this data as accurate as possible.

4.1 General

Information about changes in characteristics coding and management coding is obtained from a variety of sources including Federal Supply System transactions from DLSC, vendors, Government and commercial catalogs, and customers. Maintenance of the GSFC automated catalog data and the manual files includes additions, deletions, and revisions to the records. This maintenance must be done daily. Catalog file maintenance uses the AMMS system.

Changes and updates to the reference library of catalogs, technical manuals and other documents should also be done daily, or when changes are received. Failure to update the reference library may result in delays in procurement, receiving, and shipping. Maintaining an accurate database will also reduce the number of research requests.

4.2 Automated File Maintenance

Instructions for automated file maintenance will be published when a detailed review of the Simplified File Maintenance Program in AMMS is completed.

This paragraph will include procedures for:

- Stock Number Change - FSC only
- Stock Number Consolidation - NIIN change
- Automated update of DLSC provided data

a. Collaboration Letters (DD Form 1685)

The Code 239 is responsible for processing of collaboration letters.

As a participating activity in the Federal Catalog System required to exchange and provide confirmation of identification data with other participating activities. This exchange and confirmation of data is accomplished through the use of DDForm 1685, Data Exchange and/or Proposed Revision of Catalog Data (*Attachment 13*).

Periodically Code 239 receives letters of collaboration from other activities. Upon receipt of these letters, they will be reviewed for proposed action.

As a result of this review, a determination must be made as to whether the Code 239 concurs or does not concur with the proposed action. After review has been completed, internal records will be updated, if necessary.

The DDForm 1685 will be annotated and signed to indicate concurrence. The signed original copy of the DDForm 1685 will be forwarded to the originator.

b. Item Reduction Studies

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The Material Coordinator is responsible for processing Item Reduction Studies:

- Cataloging and standardization personnel periodically receive Item Reduction Studies (*Attachment 14*) conducted by other government activities. These studies contain proposals for cancellation of items with or without replacement and change of item standardization codes.
- Upon receipt of an Item Reduction Study the Material Coordinator will review the items on the study that are pertinent to GSFC. The review is conducted to verify whether the proposed actions are correct and compatible with our cataloging objectives.
- Federal cataloging input codes LAU and LDU are submitted to indicate the adaption of the standard (replacement) items and withdrawal of interest on the non-standard items.

The following information is furnished in letter form to the originator of the study:

- List of non-standard NSNs with no on-hand assets.
- List of replacement NSNs for which we presently are not recorded as users, but desire to be registered as an user.
- List of non-standard NSNs and quantities with assets on-hand.

c. Daily Catalog Maintenance

Daily catalog maintenance is manifested primarily in the daily input actions (additions, deletions, and revisions) initiated by all persons within the Research/Catalog Section.

Cataloging transactions are randomly sampled to ensure accuracy. The purpose of this review is to ensure the quality of the data being input into the system. Quality is interpreted as correct standardized nomenclatures, item descriptions, and transaction formats.

d. Substitute Material

Material received as a substitute shall be researched to determine acceptability as a substitute. With respect to National Stock Numbered items, it is important to understand that in military jargon, a substitute is a like item that may be used with some minor modification, e.g., drilling a hole, whereas an interchangeable item may be used with no modification required.

The Material Coordinator has the authority to approve substitution of material. This authority is limited to approval of material which will not adversely affect specifications of the end item and component specifications of the end item. Component specifications must have Engineering concurrence.

Substitution or interchangeability relationships for all known substitute or interchangeability relations must be recorded in the cross-reference catalog. This documentation is required even when it is realized that the date will be dropped from the system within a very short period of time.

There are three different methods available for incorporating this type of data in the cross reference catalog. The method used will depend upon circumstances involved for each substitution or interchangeable relationship. The methods available are:

- When exhausted use: This type of interchangeability reference will be entered as descriptive data whenever stock of one particular item is being exhausted from the system in favor of another improved version.
- Modification of Obsolete Relationship: This method references a manufacturer's part number which is not carried in the support system and for which no identical material under another manufacturer's part number is stocked in the system.

e. Stock Number Consolidation

A stock number consolidation occurs when duplicate items are identified with two different stock numbers. Once notified of the duplication the Material Coordinator section will research the preferred stock number, correct the unit of issue, if required, and verify that the descriptions and part numbers match along with the quality assurance codes and make all necessary changes.

f. Rescind Stock Number Consolidation

Periodically it becomes necessary to cancel a stock number change because of improper consolidation of unlike material. Whenever it becomes necessary to rescind a stock number after the submission of a transaction changing a stock number the rescinding will be accomplished in the AMMS System.

g. Mixed Stock/Discrepant Material

Mixed stock is material in stock, which is suspected of being incorrectly mixed with other stock numbered items, which must be remedied and documented. Discrepant material is any item in the Supply System which is not identical to or completely interchangeable with other items controlled by the same stock number/part number.

Immediately upon discovery or notification from any source of discrepant material, the Material Coordinator Section will initiate corrective action. After the material has been correctly identified, the Material Coordinator will prepare the necessary documentation to accomplish re-identification.

In some instances, only a portion of the total material may be discrepant. In this situation the Material Coordinator will request that material be separated by manufacturer's part number, description, etc. and assigned the correct stock number. When required, management, technical and descriptive data will be prepared on any portion of the discrepant material that cannot be identified correctly to a stock number currently in the logistics system.

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Material Coordinator personnel are regularly required to resolve item identification problems, which may require visual inspection of stock. The identification problems are normally brought to the attention of the Material Coordinator by the Stores Stock Warehouse personnel, or through the process of rescinding a prior stock number.

- Resolution of mixed stock shall be used whenever a mixed stock condition is suspected.
- The Material Coordinator will prepare necessary corrective instructions and forward them together with the supporting data to the appropriate inventory manager.

h. Unit of Issue and Price Change Adjustments

Occasionally, depending on the source of supply, shipping considerations, or inventory control point decisions material is received in units of issue or unit packs different than these contained in the AMMS System. When this situation is discovered the unit of issue will be reviewed by the the Material Coordinator section. Once a unit of issue has been researched and validated, AMMS will be updated. If a serviceable balance exists, the unit of issue change will be forwarded to the Inventory Management section for processing and correction of the balance. If a broken unit of issue occurs, the Stores Stock Warehouse Section Head will be alerted to remove the quantity that cannot be issued and disposed of, as required.

i. Shelf Life Coding

A Shelf life item is an item of supply possessing deteriorative or unstable characteristics to the degree that a storage time period must be assigned to ensure that the item will perform satisfactorily in service. The Shelf life code is established by the Research Catalogers according to the date of expiration from the manufacturer, and the Quality Assurance Requirements Codes (*Attachment 18*). The Shelf life codes are entered into the Advanced Material Management System (AMMS) at the time of stock number assignment. Any corrections to the Shelf life code will be reflected in AMMS.

k. Request or Verification of Information

Purchasing submits requests to the Material Coordinator for approval of new part numbers and/or clarification of descriptive data.

Customer Service, submits requests to the Material Coordinator to assist in customer inquiries for part number, description, price, unit of issue, substitutability, noun, stock number, shelf-life and space flight qualified parts.

The Inventory Managers and warehouse submit requests to the Material Coordinator for their verification of descriptive data, price, and unit of issue inquiries.

5.0 CREATION OF STOCK NUMBERS

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Stock number assignments are created as follows:

5.1 Item Review and Stockage Request (GSFC Form 20-19)

A GSFC Form 20-19 (*Attachment 22*) is submitted to Code 239 for approval by the Supply Support Branch Head or the Supply Operations Section Head. Once approved, the form is forwarded to the Material Coordinator to be logged-in, distributed, and researched to determine if a stock number exists. If no stock number exists a NSN or a LSN is assigned. The Material Coordinator then annotates the appropriate stock number on the GSFC Form 20-19, logs-out the 20-19 and forwards it back to the customer. The Material Coordinator must complete the required research, distribution and stock number assignment on 90% of the GSFC Form 20-19's within 4 working days.

Procedures for GSFC Form 20-19 (Item Review and Stockage Request)

Once the GSFC Form 20-19 has been signed off with the proper approvals the following actions will take place:

The GSFC Form 20-19 is logged into record journal.

The AMMS system is used to screen for active stock numbers.

- If a stock number is located, it is annotated on the GSFC Form 20-19, a copy is filed, logged into the LSN logbook and forwarded to the Inventory Management Section.
- If an active stock number is not found through the AMMS system, the CD Fiche/Fedlog system is screened for a National Stock Number (NSN):
 - If a NSN is located, the information is printed and used to load the data into the AMMS system.
 - If a NSN is not located in the CD Fiche/Fedlog system, proceed to the on-line catalogs for cross-referencing.

After all attempts have been made to locate a stock number or cross-reference to an active stock number, a Local Stock Number (LSN) will be formulated and loaded into the AMMS system.

Requirements for LSN Assignment:

- a. an Approved Item Name (AIN) must be identified to determine the appropriate Federal Stock Class (FSC) for the stock number.
- b. the manufacturer's part number and any cross-reference part numbers are required to assign a LSN.
- c. Commercial and Government Entity Code (CAGE Code) is an identification number for the manufacturer.

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- d. the correct unit of issue and the corresponding unit price.
- e. technical/descriptive information.
- f. Once all information has been obtained, it will be logged into the LSN logbook and loaded into the AMMS system.

NOTE: The Federal Manufacturer's Code Update (FMCU) if the CAGE code is not already in the system.

After the stock number has been loaded, annotate the stock number on the NASA Form 20-19, a copy is filed, it is logged out of the LSN logbook and forwarded back to the Customer.

5.2 Stores Stock Requisition (GSFC FORM 20-7)

Stock numbers are assigned and loaded in AMMS from the GSFC FORM 20-7 (*Attachment 23*) for specialty items, such as cryogenics, furniture, etc.

6.0 SCREENING OF SMALL PURCHASING REQUESTS

The process for screening PRs at GSFC, including Greenbelt and Wallops, is as follows.

For PRs with line items valued at \$25,000 or more, the Code 239 Research and Cataloging Section will determine whether or not similar or identical items are available through stores stock, inventories of the Department of Defense (DOD) and the General Services Administration (GSA), or from inventories of NASA equipment and excess. When there is an item that appears to match one or more items on a PR, Code 239 will return the PR via the Small Purchases System (SPS), identifying the items that are available and recommending that the originator of the PRs give consideration to the proposed substitute item(s).

7.0 QUALITY CONTROL PROCESS

The GLSC Research and Cataloging Operation will be evaluated on the effectiveness of the day-to-day cataloging support for the GLSC, identification of items in the Federal Cataloging System, screening of contractor and government purchase requests and preparation of technical and cataloging data for entry into the GSFC AMMS computer system. Also included is the development and implementation of quality control processes for the areas noted below to ensure that they are checked on a periodic and regular basis and conform to agency standards as specified in NHB 4100.1D, NASA Materials Inventory Management Manual and the Federal Cataloging Handbook.

Specifically, the research and cataloging section will be evaluated on the performance of the following functions:

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- a. Ensures that the technical and cataloging database is accurately maintained, and that an adequate range and depth of technical and cataloging publications, Government and commercial, are on hand to meet mission requirements.
- b. Adheres to DOD, GSA, and NASA cataloging regulations and procedures.
- c. Handles customer requests for research and cataloging support in accordance with the SOP.
- Screens PRs against the Federal Catalog System (FCS) in accordance with the SOP; maintains data on items screened; and identifies multiple demands to be established in Stores Stock.
- Provides effective cataloging support for the acquisition, storage, and delivery of EEE parts for which Code 230 is providing reimbursable or dedicated support.

The Supply Operations Section Head will cause each area reflected above to be routinely inspected to ensure conformity to established standards and performance criteria. Where errors, omissions, or performance is below standard the Supply Operation Section Head will provide the necessary training, retraining, and/or counseling of individuals to bring the performance within acceptable limits. Records will be established and maintained to reflect the date of the periodic audit, the results of the audit and any corrective action taken. Where continued failure to meet acceptable standards is observed the Supply Operation Section Head will notify the Supply Operations Branch Head for follow-on guidance.

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
July 1995	April 2000	<p>Miscellaneous replacements of “Automated Logistics System” with “Advanced Material Management System (AMMS)”.</p> <p>Page ii, Table of Contents – Remove section 5.4.3 Stores Stock Reject, page 24</p> <p>Page 8, 5.2.1.3 – Delete last sentence beginning with “Normally the first word the AIN . . .”</p> <p>Page 13, 5.2.4.2 – 1st double bullet, delete “(use FSC 0000)” and add “A local stock number is assigned using the correct FSC and Country code but a unique NIIN is assigned.</p> <p>Page 13, 5.2.4.2 – 2nd paragraph, delete 3rd line beginning “ and assign a GLSC Procurement Source Code . . .” add “ with a local procurement.”</p> <p>Page 17, 5.2.5 Publication, Delete 1st paragraph and add “The fifth step in the process of item identification is the publication of the collected data for the items-of-supply. At GSFC, a Just-in-Time catalog of Office Products is produced once a year. All other collected data can be accessed on the World Wide Web: www.Logs-web.gsfc.nasa.gov. The contents and format of all catalogs are as prescribed in NHB 4410.1.”</p> <p>Page 18, 5.3.1 General, Delete last line in 1st paragraph – “following on-line system, transaction codes. Add “AMMS.”</p> <p>Page 18, 5.3.1 General, Delete all codes. (TPO1-TP13)</p> <p>Page 21, 5.3.2.3 Daily Catalog Maintenance – Delete 3rd paragraph and all codes (TC 01 – TC13).</p> <p>Page 22, 5.3.2.4 Substitute Material – Delete 2nd paragraph.</p> <p>Page 23, 5.3.2.4 Substitute Material – Delete 5th paragraph, 3rd bullet beginning with “<u>Linkage of Prime and Substitute Stock Numbers</u>:...etc.” Delete to end of section.</p> <p>Page 24, 5.3.2.5 Stock Number Consolidation, Delete from “After verification is complete, . . .etc. to end of section.</p> <p>Page 24, 5.3.2.6 Rescind Stock Number Consolidation – line 6, delete “as follows” and add “in the AMMS system. Delete to the end of section.</p> <p>Page 25, 5.3.2.7 Mixed Stock/Discrepant Material, 3rd paragraph, 1st dash, Delete section and add “ Resolution of mixed stock shall be used whenever a mixed stock condition is suspected.”</p>

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Revision	Effective Date	Description of Changes
		<p>Page 27, 5.3.2.10 Request or Verification of Information – 1st bullet, Delete "Transmittal of Purchase Requisition Forms (Attachment 19) are forwarded" and add "Purchasing submits requests"</p> <p>Page 27, 5.3.2.10 Request or Verification of Information – 2nd bullet, Delete "Trouble Call Report Forms (Attachment 20)are forwarded" and add "Submit requests"</p> <p>Page 27, 5.3.2.10 Request or Verification of Information – 3rd bullet, Delete "personnel use the Research/Cataloging Inquiry Form (Attachment 21)" and add "submit requests to the Research/Cataloging"</p> <p>Page 29, 5.4.3 Stores Stock Reject – Delete section</p> <p>Page 32, last paragraph, 1st line, change "Research and Cataloging" to "Supply Operations". Delete line 12 "Research and Cataloging Section Head will notify the"</p>
<p>A</p> <p>[if this is the baseline version, leave this and the remaining Revision blocks blank]</p>	August 2002	Converted to Work Instruction Format

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